

## Hardware Request

## Request Summary

**Requestor:** test@test.com  
**Event Name:** nn  
**City/State:** nn, AR  
**Country:** usa  
**Hardware Delivery:** 11/11/2002  
**Hardware Return:** 12/1/2002  
**Follow Up:** 10/23/2002  
10:00 am pdt

WinGear.NET Partners

Logo

Logo

Hardware Requested	Quantity	30-Day Rental Estimates *	Win.Gear.NET Daily Cost **
Handheld – Handheld PPC Bluetooth	80	\$12,000	\$8,400
Handheld – Pocket PC Sleeve	20	\$1,000	\$1,680
Total	100	\$13,000	\$10,080

\* “30-Day Estimate” based on an average of industry standard rates.

\*\* WinGear.NET daily rate will match competitive “30-Day Rental Estimate” for first 30 days.

**NOTE:** Orders over 30 days will be calculated on a daily rate based on quantity and equipment requested. See Terms and Conditions for details.

## Additional Comments:

☒

Yes

☐

No

Are you interested in trading the rental cost value for an event sponsorship?

Back

Submit

FIG. 3

300

310

## Hardware Request

Thank you test@test.com for your request,

My Requests

One of our order request-specialist will contact you at the time you specified on your order form. If the time you have expressed is booked we will promptly notify your to reschedule the interview. Please make note that the interview process may take up to 30 minutes.

Logo

**Your request is for** equipment only.

WinGear.NET Partners

Additional Value-Add Services (through WinGear.NET Partners) are available to combine with your hardware request.

Logo

- On-Site Event Equipment Tear-down, Inventory and Removal
- Internet & Networking/Connectivity
- Extended on-Site Hardware Support
- Extended On-Site Software/Imaging Technical Support
- On-Site Event Hardware/Software Test
- On-Site Event Shipping and Receiving
- Local to Redmond/Seattle and South Seattle Shipping
- Software Pre-Loading/Imaging

If you are interested in a FREE QUOTE for any of the above services, please email us at FreeQuotes@WinGear.NET

The following identification number has been assigned to your request:

**RequestID: #265**

Please retain this ID for your records.

Warmly,  
The WinGear.NET team

FIG. 4

## Hardware Request



Contact WinGear.NET about this request.

My Requests

### Request Details (ID #265)

**Request Status:** 0 Pending

**Request Type:** Event Request

**Requestor:** test@test.com

**Event Name:** nn

**City/State/Postal:** nn, AR

**Country:** usa

**Hardware Acquisition:** 11/11/2002

**Hardware Return:** 12/1/2002

**Follow up:** 10/23/2002

10:00 am pdt

WinGear.NET Partners

Logo

Logo

#### Keynote Branding Inclusion:

- Partner Logo on rotating slide during walk-in to keynote
- Factoids/Logo on screen during General Session/Keynote walk-in
- Two Partner video clips during General Session/Keynote walk-ins
- (subject to event owner approval)

#### Event Guide Branding Inclusion:

- Logo on Conference Guide inside cover
- Logo on partner page in Conference Guide with 100 word description/positioning
- Partner logo in the exhibit hall guide with company description
- Booth highlighted on the exhibit hall map

#### Monitor Branding Inclusion:

- Logo exposure on the housekeeping monitors
- Partner Logo on the front splash screen of the Communications Network/Internet Kiosk/Cyber Café
- Partner Logo, description, and link from the Sponsor Page of the Communications Network/Internet Kiosk/Cyber Café

#### Event On-Line Advertising:

- Partner Logo placed prominently on event home page
- Partner logo links to individual Partner page (content provided by Partner)

#### Event Direct Mail Advertising Branding Inclusion:

- Logo on Direct Mail piece (if signed by cutoff date)

#### Event Public Relations/Press Inclusion:

FIG. 5A

---

**Keynote Branding Inclusion:**

- Partner Logo on rotating slide during walk-in to keynote
- Factoids/Logo on screen during General Session/Keynote walk-in
- Two Partner video clips during General Session/Keynote walk-ins (subject to event owner approval)

---

**Event Guide Branding Inclusion:**

- Logo on Conference Guide inside cover
- Logo on partner page in Conference Guide with 100 word description/positioning
- Partner logo in the exhibit hall guide with company description
- Booth highlighted on the exhibit hall map

---

**Monitor Branding Inclusion:**

- Logo exposure on the housekeeping monitors
- Partner Logo on the front splash screen of the Communications Network/Internet Kiosk/Cyber Café
- Partner Logo, description, and link from the Sponsor Page of the Communications Network/Internet Kiosk/Cyber Café

---

**Event On-Line Advertising:**

- Partner Logo placed prominently on event home page
- Partner logo links to individual Partner page (content provided by Partner)

---

**Event Direct Mail Advertising Branding Inclusion:**

- Logo on Direct Mail piece (if signed by cutoff date)

---

**Event Public Relations/Press Inclusion:**

- Program Press Release inclusion/mention
- Inclusion in official conference press kit

---

**Event Exhibit Hall Branding Inclusion:**

- Booth packages- carpeting, electricity, wastebaskets, cleaning, 6 IP addresses
- Customer lead retrieval system provided

---

**Event Registration:**

- Complimentary conference passes
- Sponsor specific registration contact with registration company

---

**Event Collateral Inclusion:**

- Opportunity to include an item in registration kit (1 page 8.5 X 11 or CD-ROM)
- 20mb file on the attendee conference CD-ROM/sleeve or DVD (subject to event owner approval)
- Sponsor logo on the Microsoft event CD-ROM/sleeve or DVD cover

---

**Event Banner Branding Inclusion:**

- Sponsor logo on specific Microsoft Event conference banners

FIG. 5B

(Replacement Sheet)

9/21

<ul style="list-style-type: none"><li>➤ Logo on Direct Mail piece (if signed by cutoff date)</li></ul>			
<b>Event Public Relations/Press Inclusion:</b>			
<ul style="list-style-type: none"><li>➤ Program Press Release inclusion/mention</li><li>➤ Inclusion in official conference press kit</li></ul>			
<b>Event Exhibit Hall Branding Inclusion:</b>			
<ul style="list-style-type: none"><li>➤ Booth packages-carpeting, electricity, wastebaskets, cleaning, 6 IP addresses</li><li>➤ Customer lead retrieval system provided</li></ul>			
<b>Event Registration:</b>			
<ul style="list-style-type: none"><li>➤ Complimentary Conference Passes</li><li>➤ Sponsor specific registration contact with registration company</li></ul>			
<b>Event Collateral Inclusion:</b>			
<ul style="list-style-type: none"><li>➤ Opportunity to include an item in registration kit (1 page 8.5 X 11 or CD-ROM)</li><li>➤ 20mb file on the attendee conference CD-ROM/sleeve or DVD (subject to event owner approval)</li><li>➤ Sponsor logo on the Microsoft event CD-ROM/sleeve or DVD cover</li></ul>			
<b>Event Banner Branding Inclusion</b>			
<ul style="list-style-type: none"><li>➤ Sponsor logo on specific Microsoft Event conference banners</li><li>➤ Logo on individual sponsor banner</li></ul>			
<b>Event Other Opportunities:</b>			
<ul style="list-style-type: none"><li>➤ Opportunity for sponsor hosted ancillary event</li></ul>			
<b>Event Post Conference Marketing Opportunities:</b>			
<ul style="list-style-type: none"><li>➤ Blind usage of attendee database</li></ul>			
<b>Hardware Requested</b>	<b>Quantity</b>	<b>30-Day Rental Estimate *</b>	<b>WinGear.NET Daily Cost **</b>
Handheld – Handheld PPC Bluetooth	80	\$12,000	\$8,400
Handheld – Pocket PC Sleeve	20	\$1,000	\$1,680
Total	100	\$13,000	\$10,080
<b>Total After Sponsorship Trade</b>			<b>\$0</b>
<p>* “30-Day Rental Estimate” based on an average of industry standard rates. ** WinGear.NET daily rate will match competitive “30-Day Rental Estimate” for first 30 days. <b>NOTE:</b> Orders over 30 days will be calculated on a daily rate based on quantity and equipment requested. See Terms and Conditions for details.</p>			

FIG. 5C

## Hardware Requests

My Requests

### Hardware Requests for test@test.com

WinGear.NET Partners

Below is a list of your most recent WinGear.Net hardware requests.

ID#	Date	Event	Status
265	11/11/2002	nn	0 Pending

Logo

Logo

Logo

FIG. 6

## Hardware Request

Your Technical Support Estimate is ready for review. Please click the "Sign Estimate" button below, read the Technical Support Estimate, and agree to the terms by providing your digital signature at the bottom of the form.

Sign Estimate

My Requests



Contact WinGear.NET about the request.

Request Details (ID #265)

**Request Status:** 0 Pending

**Request Type:** Event Request

**Requestor:** test@test.com

**Event Name:** nn

**City/State/Postal:** nn, AR

**Country:** usa

**Hardware Acquisition:** 11/11/2002

**Hardware Returns:** 12/1/2002

**Follow Up:** 10/23/2002

10:00 am pdt

710

WinGear.NET Partners

Logo

Logo

### Shipping:

**Item Arrival Date:** 10/24/2002

**Special Packaging:** Original

**Destination Name:** Microsoft

**Destination Address 1:** MS Building 26s

**Destination Address 2:** 10 am

**City/State/Postal:** redmond, WA 98052

**Country:** usa

### Technical Support:

**Show Date Start:** 10/19/2002

**Show Date End:** 10/20/2002

**Load In Date:** 10/18/2002

**Load Out Date:** 10/18/2002

**Coordinator Name:** test

**Coordinator Phone:** test

**Event Hours:** 7:30 am – 7 pm

**Hall/Room:** pending

**Internet Connectivity:** Yes

**Number of Computers:** 0

FIG. 7A

**Technical Support:**

---

**Show Date Start:** 10/19/2002  
**Show Date End:** 10/20/2002  
**Load In Date:** 10/18/2002  
**Load Out Date:** 10/18/2002  
**Coordinator Name:** test  
**Coordinator Phone:** test  
**Event Hours:** 7:30 am – 7 pm  
**Hall/Room:** pending  
**Internet Connectivity:** Yes  
**Number of Computers:** 0

**Hardware Provisions:** Speaker Lounge  
Internet Kiosks  
Registration  
Cyber Cafes  
Press Room  
Keynotes  
Breakout Sessions  
General Sessions  
Tradeshow  
Hands-On Labs

**Sponsorship:**

---

**Rental Value Trade:** Yes

**Keynote Branding Inclusion:**

---

- Partner Logo on rotating slide during walk-in to keynote
- Factoids/Logo on screen during General Session/Keynote walk-in
- Two Partner video clips during General Session/Keynote walk-ins (subject to event owner approval)

**Event Guide Branding Inclusion:**

---

- Logo on Conference Guide inside cover
- Logo on partner page in Conference Guide with 100 word description/positioning
- Partner logo in the exhibit hall guide with company description
- Booth highlighted on the exhibit hall map

**Monitor Branding Inclusion:**

---

- Logo exposure on the housekeeping monitors
- Partner Logo on the front splash screen of the Communications Network/Internet Kiosk/Cyber Café
- Partner Logo, description, and link from the Sponsor Page of the Communications Network/Internet Kiosk/Cyber Café

**Event On-Line Advertising:**

---

- Partner Logo place prominently on event home page
- Partner Logo links to individual Partner page (content provided by Partner)

**Event Direct Mail Advertising Branding Inclusion:**

FIG. 7B



**Event On-Line Advertising:**

- Partner Logo place prominently on event home page
- Partner Logo links to individual Partner page (content provided by Partner)

**Event Direct Mail Advertising Branding Inclusion:**

- Logo on Direct Mail piece (if signed by cutoff date)

**Event Public Relations/Press Inclusion:**

- Program Press Release inclusion/mention
- Inclusion in official conference press kit

**Event Exhibit Hall Branding Inclusion:**

- Booth package – carpeting, electricity, wastebaskets, cleaning, 6 IP addresses
- Customer lead retrieval system provided

**Event Registration:**

- Complimentary conference passes
- Sponsor specific registration contact with registration company

**Event Collateral Inclusion:**

- Opportunity to include an item in registration kit (1 page 8.5 X 11 or CD-ROM)
- 20mb file on the attendee conference CD-ROM/sleeve or DVD (subject to event owner approval)
- Sponsor logo on the Microsoft event CD-ROM/sleeve or DVD cover

**Event Banner Branding Inclusion:**

- Sponsor logo on specific Microsoft Event conference banners
- Logo on individual sponsor banner

**Event Other Opportunities:**

- Opportunity for sponsor hosted ancillary event

**Event Post Conference Marketing Opportunities:**

- Blind usage of attendee database

720

Hardware Requested	Quantity	30-Day Rental Estimate *	WinGear.NET Daily Cost **
Handheld – Handheld PPC Bluetooth	80	\$12,000	\$8,400
Handheld – Pocket PC Sleeve	20	\$1,000	\$1,680
Total	100	\$13,000	\$10,080
Amount in excess of 30-day total			1
Total After Sponsorship Trade			\$0
Technical Support Total			\$1
Shipping Total			\$1
Handling Total			\$1
<b>Grand Total</b>			<b>\$3</b>

## Hardware Request

**MICROSOFT EQUIPMENT LOAN AGREEMENT – ALL RISK**

**(For use when property or equipment is loaned to Microsoft and Microsoft assumes risk of loss or damage.)**

This Agreement between Hewlett-Packard Computer Corporation (hereinafter "Owner") and Microsoft and dated **11/11/2002** constitutes the terms and conditions associated with the loan of Owner's equipment or property to Microsoft for the purpose of:

**Equipment:**

Owner hereby agrees to make available to Microsoft on a loan basis the equipment or property listed on Attachment A to this Agreement. To clearly identify the property or equipment as property of Owner, Owner agrees to mark the property or equipment "Property of [Owner]" on both the front and backsides of the property or equipment.

**Term of Loan**

Microsoft agrees to return the above equipment or property to Owner no later than **12/1/2002**. Should Microsoft fail to return the equipment or property to Owner by the date specified above, Microsoft shall be in default of this agreement and shall be liable to Owner for the full value of the equipment or property as stipulated in Section 3 of this Agreement. Orange vendor tags are required and available by emailing "ASSET".

**Risk of Loss**

During the period that such equipment or property is in the possession of Microsoft, Microsoft agrees to assume risk of loss for such equipment or property and to indemnify Owner for any loss or damage to the equipment or property that occurs while it is in Microsoft's possession. For the purposes of this Agreement, Microsoft's obligation to indemnify Owner for loss or damage shall be as follows:

1. For repairable damage, the reasonable cost of restoring the damaged equipment or property to the condition it was in immediately prior to the occurrence of damage
2. For loss by disappearance, theft, or destruction, the lesser of:
  - o The Agreed Value for such equipment or property stated in Section 4 of this Agreement

**OR**

  - o The reasonable cost to replace the equipment or property with similar equipment or property of similar value and in similar condition as existed at the time of such disappearance, theft, or destruction
3. Upon Payment of the Agreed Value or the replacement cost of such equipment or property, Microsoft shall be entitled to:
  - o The equipment or property should it be subsequently recovered

**OR**

  - o The salvage value of any severely damaged or destroyed equipment or property that constitutes a constructive total loss

**AND**

  - o All rights of subrogation against any third party responsible for causing such loss or damage
4. For any loss, damage, or destruction of the equipment or property, Microsoft's liability will be limited to direct damage only, and Microsoft shall not be liable for any consequential or incidental damages, interruption of business, or loss of profits suffered by Owner

**It is agreed that Microsoft's maximum liability for loss or damage to the equipment or property, whether based in contract or in tort, shall be the valuation set forth in Section 3 of this Agreement.**

**Agreed Value**

(Replacement Sheet)

15/21

**Risk of Loss**

During the period that such equipment or property is in the possession of Microsoft, Microsoft agrees to assume risk of loss for such equipment or property and to indemnify Owner for any loss or damage to the equipment or property that occurs while it is in Microsoft's possession. For the purposes of this Agreement, Microsoft's obligation to indemnify Owner for loss or damage shall be as follows:

1. For repairable damage, the reasonable cost of restoring the damaged equipment or property to the condition it was in immediately prior to the occurrence of damage
  2. For loss by disappearance, theft, or destruction, the lesser of:
    - o The Agreed Value for such equipment or property stated in Section 4 of this Agreement
- OR**
- o The reasonable cost to replace the equipment or property with similar equipment or property of similar value and in similar condition as existed at the time of such disappearance, theft, or destruction
3. Upon Payment of the Agreed Value or the replacement cost of such equipment or property, Microsoft shall be entitled to:
  - o The equipment or property should it be subsequently recovered
- OR**
- o The salvage value of any severely damaged or destroyed equipment or property that constitutes a constructive total loss
- AND**
- o All rights of subrogation against any third party responsible for causing such loss or damage
4. For any loss, damage, or destruction of the equipment or property, Microsoft's liability will be limited to direct damage only, and Microsoft shall not be liable for any consequential or incidental damages, interruption of business, or loss of profits suffered by Owner

**It is agreed that Microsoft's maximum liability for loss or damage to the equipment or property, whether based in contract or in tort, shall be the valuation set forth in Section 3 of this Agreement.**

**Agreed Value**

Hardware Requested	Quantity	Replacement Value
Handheld – Handheld PPC Bluetooth	80	\$40,000
Handheld – Pocket PC Sleeve	20	\$3,000
Total	100	\$43,000

**Limitation of Liability**

Owner makes no representation or warranty whatsoever as to the fitness of the equipment or property for the intended use by Microsoft, whether based in contract or tort law, for any liability for injury, death, damage to property, consequential or incidental damages, or loss of profits suffered by Microsoft as a result of or in connection with the use of the equipment or property which is the subject of this agreement

**Digital Signature: test**

test

(please enter your name exactly as it appears above)

Next

FIG. 8B

## Hardware Request

**WinGear.NET Hardware Loan Agreement**

Hardware Loan Date: 11/11/2002

Hardware Return Date: 12/1/2002

Hardware Requested	Quantity	30-Day Rental Estimate *	WinGear.NET Daily Cost **
Handheld – Handheld PPC Bluetooth	80	\$12,000	\$8,400
Handheld – Pocket PC Sleeve	20	\$1,000	\$1,680
<b>Total</b>	<b>100</b>	<b>\$13,000</b>	<b>\$10,080</b>
Amount in excess of 30-day total			\$1
Total After Sponsorship Trade			\$0
Technical Support Total			\$1
Shipping Total			\$1
Handling Total			\$1
<b>Grand Total</b>			<b>\$3</b>

\* "30-Day Rental Estimate" based on an average of industry standard rates.

\*\* WinGear.NET daily rate will match competitive "30-Day Rental Estimate" for first 30 days.

**NOTE:** Orders over 30 days will be calculated on a daily rate based on quantity and equipment requested. See Terms and Conditions

Payment Options for details.

☐ 1. **Credit Card:** Provide details on next page (*American Express cards only*)

-- OR --

☐ 2. **Cost Center/IO:** **GL Account:** **Invoice Approver:** 

(Enter business email address)

**Do you agree with the**Terms & Conditions? ☐ I Agree**Digital Signature:**

test

(please enter your name exactly as it appears above)

FIG. 9

## Hardware Request

Congratulations! Your order is approved. Before we can complete your request, please click the "Continue" button, and review the Hardware Loan Agreement and provide your digital signature. Note: Serial numbers for your hardware items requested will be added to the order within 48 hours prior to shipment. You will be able to return to this page at any time and view the serial numbers allocated to this request.

[Continue](#)

Your Technical Support Estimate is ready for review. Please click the "Sign Estimate" button below, read the Technical Support Estimate, and agree to the terms by providing your digital signature at the bottom of the form.

[Sign Estimate](#)

## My Requests

WinGear.NET Partners

[Logo](#)[Logo](#)

Contact WinGear.NET about this request

**Request Details (ID #265)**

**Request Status:** 0 Approved  
**Request Type:** Event Request  
**Requestor:** test@test.com

**Event Name:** nn  
**City/State/Postal:** nn, AR  
**Country:** usa  
**Hardware Acquisition:** 11/11/2002  
**Hardware Return:** 12/1/2002  
**Follow Up:** 10/23/2002

**Shipping:** 10:00 am pdt

**Item Arrival Date:** 10/24/2002  
**Special Packaging:** Original  
**Destination Name:** Microsoft  
**Destination Address 1:** MS Building 26s  
**Destination Address 2:** 10 am  
**City/State/Postal:** redmond, WA 98052  
**Country:** usa

**Technical Support:**

**Show Date Start:** 10/19/2002  
**Show Date End:** 10/20/2002  
**Lead In Date:** 10/18/2002  
**Lead Out Date:** 10/20/2002  
**Coordinator Name:** test

FIG. 10A

## Hardware Request

➡ Contact WinGear.NET about this request

My Sponsorship

➡ Contact WinGear.NET about this request

My Requests

### Request Details (ID #265)

**Request Status:** Approved  
**Requestor:** test@test.com  
**Request Type:** Event Request  
**Event Name:** test  
**City/State/Postal:** Amsterdam, AK  
**Country:** Netherland  
**Hardware Acquisition:** 10/14/2002  
**Hardware Return:** 10/14/2002  
**Follow Up:** 10/1/2002  
10:00 am pdt

WinGear.NET Partners

Logo

Logo

### Shipping:

**Item Arrival Date:** 10/14/2002  
**Special Packaging:** none  
**Destination Name:** Microsoft  
**Destination Address 1:** 50/1139  
**Destination Address 2:** 10 am

### Technical Support:

**Number of Computers:** 0  
**Hardware Provisions:**

### Sponsorship:

Rental Value Trade: Yes		30-Day Rental Estimate *	WinGear.NET Daily Cost**
Hardware Requested	Quantity		
Desktop- 43/3225 – Compaq i'paq 733Mhz	2	\$0	\$0
Total	2	\$0	\$0
Total After Sponsorship Trade			\$0
Technical Support Total			\$28,050
Shipping Total			\$0
<b>Grand Total</b>			<b>\$28,050</b>

\* "30-Day Rental Estimate" based on an average of industry standard rates

\*\* WinGear.NET daily rate will match competitive "30-Day Rental Estimate" for first 30 days.

FIG. 10B

## (Replacement Sheet)

19/21

<b>Total</b>					\$14,175	\$0
<b>Expenses</b>	Quantity		Rate		Estimate	Actual
Airfare	3	n/a	\$250	n/a	\$750	\$0
Lodging Per Night	9	n/a	\$250	n/a	\$2,250	\$0
Meals Per Day	9	n/a	\$75	n/a	\$675	\$0
Incidentals Per Day	4	n/a	\$50	n/a	\$200	\$0
<b>Total</b>					<b>\$3,875</b>	<b>\$0</b>
<b>Connectivity</b>	Quantity	Type	Rate	Rate	Estimate	Actual
Connectivity Type	1	n/a	\$10,000	n/a	\$10,000	\$0
Equipment	0	n/a	\$0	n/a	\$0	\$0
Cabling Parts	0	n/a	\$0	n/a	\$0	\$0
<b>Total</b>					<b>\$10,000</b>	<b>\$0</b>
<b>Equipment</b>	Quantity		Rate		Estimate	Actual
OEM Computer-Laptops	0	n/a	\$0	n/a	\$0	\$0
Rental Computers	0	n/a	\$0	n/a	\$0	\$0
OEM Monitors	0	n/a	\$0	n/a	\$0	\$0
Rental Monitor Shipping	0	n/a	\$0	n/a	\$0	\$0
Rental Accessories/Peripherals	0	n/a	\$0	n/a	\$0	\$0
Rental Equipment Shipping	0	n/a	\$0	n/a	\$0	\$0
<b>Total</b>					<b>\$0</b>	<b>\$0</b>
<b>Special Items</b>						
Special Items/Requests	0	n/a	\$0	n/a	\$0	\$0
<b>Total</b>						
<b>Cost Summary</b>					Estimate	Actual
Technical Support					\$14,175	\$0
Expenses					\$3,875	\$0
Connectivity					\$10,000	\$0
Equipment					\$0	\$0
Special Items					\$0	\$0
<b>Grand Total</b>					<b>\$28,050</b>	<b>\$0</b>

I authorize the above estimated services and agree to the amounts shown on this estimate. This estimate is subject to change if additional services are or required by the client. A 50% cancellation fee will apply if services are cancelled within 10 days prior to the event. Please provide your digital signature exactly as it appears and click the "Submit" button.

**Digital Signature: test**

(please enter your name exactly as it appears above)

FIG. 10C

## (Replacement Sheet)

20/21

## Technical Support Estimate (Request ID #264)

Line Item	Regular Hours	TO Hours VOID	Regular Rate	OT Rate	Pre-Event Estimate
<b>Technical Support</b>					
Project Management	10	n/a	\$60	n/a	\$600
Asset/Inventory Management	5	n/a	\$120	n/a	\$600
Shipping/Receiving Separate Bill	0	n/a	\$0	n/a	\$0
Executive Support Handling	20	n/a	\$100	n/a	\$2,000
Pre-Event Build Time	30	n/a	\$55	n/a	\$1,650
Travel Time (8hr min)	10	n/a	\$45	n/a	\$450
On-Site Setup (10hr min)	30	n/a	\$55	n/a	\$1,650
On-Site Support (10hr min)	60	n/a	\$55	n/a	\$3,300
Post-Event Tear Down (5hr min)	30	n/a	\$55	n/a	\$1,650
Post-Event Reconciliation (4hr min)	5	n/a	\$55	n/a	\$275
Temporary Labor	0	n/a	\$0	n/a	\$0
<b>Total</b>					<b>\$14,175</b>
Expenses	Quantity		Rate		Estimate
Airfare	3	n/a	\$250	n/a	\$750
Lodging Per Night	9	n/a	\$250	n/a	\$2,250
Meal's Per Day	9	n/a	\$75	n/a	\$675
Incidentals Per Day	4	n/a	\$50	n/a	\$200
<b>Total</b>					<b>\$3,875</b>
Connectivity	Quantity	Type	Rate	Rate	Estimate
Connectivity Type	1	n/a	\$10,000	n/a	\$10,000
Equipment	0	n/a	\$0	n/a	\$0
Cabling Parts	0	n/a	\$0	n/a	\$0
<b>Total</b>					<b>\$10,000</b>
Equipment	Quantity		Rate		Estimate
OEM Computers-Laptops	0	n/a	\$0	n/a	\$0
Rental Computers	0	n/a	\$0	n/a	\$0
OEM Monitors	0	n/a	\$0	n/a	\$0
Rental Monitor Shipping	0	n/a	\$0	n/a	\$0
Rental Accessories/Peripherals	0	n/a	\$0	n/a	\$0
Rental Equipment Shipping	0	n/a	\$0	n/a	\$0
<b>Total</b>					<b>\$0</b>
Special Items					
Special Items/Request	0	n/a	\$0	n/a	\$0
<b>Total</b>					<b>\$0</b>
<b>Cost Summary</b>					<b>Estimate</b>
Technical Support					\$14,175
Expenses					\$3,875
Connectivity					\$10,000
Equipment					\$0
Special Items					\$0
<b>Grand Total</b>					<b>\$28,050</b>

I authorize the above estimated services and agree to the amounts shown on this estimate. This estimate is subject to change if additional services are required by the client. A 50% cancellation fee will apply if services are canceled within 10 days prior to the event

Test 10/14/2002

Digital Signature

Date



**Hardware Request****Search for a Hardware Request:**Request ID #: 

-- OR --

Timeframe: ☒ Events ☐ Labs

## WinGear Hardware Requests for: Events Next Month

ID	Start	End	Event Name	User	Status
256	11/4/2002	11/22/2002	SAP TechEd	jessica.bielstein@hp.com	● Completed
260	11/4/2002	11/11/2002	Santana Row Tech Day	tracy_dedore@HP.com	⊗ Pending
267	11/4/2002	11/11/2002	Santana Row Tech Day	tracy_dedore@HP.com	⊗ Pending
230	11/5/2002	11/16/2002	.NET Summit	rodneym@Microsoft.com	● Completed
232	11/6/2002	11/21/2002	MOM Amsterdam	paulbwa@microsoft.com	⊗ Approved
241	11/7/2002	11/20/2002	Partner Readiness Workshop	joann@Microsoft.com	● Completed
263	11/7/2002	11/18/2002	Americas Field Conference	michell.jurski@HP.com	⊗ Pending
268	11/7/2002	11/18/2002	Americas Field Conference	michell.jurski@HP.com	⊗ Pending
257	11/8/2002	11/17/2002	NPS Americas Solution Summit	johnmoc@microsoft.com	⊗ Pending
265	11/11/2002	12/1/2002	nn	test@test.com	⊗ Approved
253	11/18/2002	11/22/2002	SQL Serve Users Conference	michael.engbrock@HP.com	⊗ Pending

FIG. 11